

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



INFORMATION ON THIS BULLETIN SUPERCEDES ALL PRIOR BULLETINS

THE POSITION: The Supervising Registered Nurse, under direction, is responsible for the overall management and supervision of an organized nursing unit on a 24-hour basis; is responsible for the nursing care and practices of an organized nursing unit or equivalent responsibility for a nursing service; plans, implements, evaluates, and provides for continuity of client/patient care; works with other disciplines to integrate nursing services with the total treatment program; teaches, plans for, directs, coordinates and evaluates nursing personnel.

EXAMINATION INFORMATION: This examination will consist of an evaluation of each candidate’s experience and education only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

EDUCATION AND EXPERIENCE – WEIGHTED 100%

SCOPE: In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interviews will be on measuring competitively, relative to job demands, each competitor’s:

- A. Knowledge of:
1. Professional nursing principles and techniques.

2. Medical terminology.

3. Hospital routine and equipment.

4. Medicines and Narcotics.

5. Techniques of effective supervision.

6. Unit Management.

7. Interrelationships of all treatment activities in a hospital setting.

8. A supervisor’s role in the Equal Employment Opportunity Program and the processes available to meet the Equal Employment Opportunity objectives.
- B. Ability to:
1. Apply nursing techniques.

2. Observe and record symptoms and behavior.

3. Keep records and prepare reports.

4. Gain the interest, respect and cooperation of clients.

5. Plan, organize, and direct the work of others.

6. Effectively contribute to the department’s Equal Employment Opportunity Program objectives.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 12 months unless the needs of the services and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Home, Chula Vista.

Veterans Preference Credit will not be granted in this examination.

GENERAL INFORMATION

It is the **candidate's responsibility** to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Personnel Management Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1)subdivisional promotional, 2)departmental promotional, 3)multidepartmental promotional, 4)service wide promotional, 5)departmental open, 6)open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Veterans Preference credit will be added to the final score of all competitors in this examination who qualify for, and have requested these points and who are successful in this examination. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE CREDITS. When credit is granted it is as follows: 10 points for veterans and widows of veterans: 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form, which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

